

**U.S. BANKRUPTCY COURT, WESTERN DISTRICT OF TEXAS
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES
FOR PRO SE INDIVIDUAL DEBTOR
VOLUNTARY CHAPTER 7 CASE**

*Certificate of Credit Counseling **or** Certificate of Exigent Circumstance with proposed order **or** Motion to Waive Credit Counseling with proposed order. Must be filed with the petition for an individual debtor.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B1 Vol Pet Exhibit D

*Statement of Currently Monthly Income and Means Test Calculation (Official Form B22A) should be filed with the petition or within 14 days in all chapter 7 individual debtor cases with primarily consumer debts. The means test is not required for chapter 7 cases with primarily business debts. If filed with the petition, the document should be included in the petition packet PDF. This documents determines presumption of abuse.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B22A Statement of Current Monthly Income and Means Test Calculation (Ch 7)

*Filing Fee of \$306 **or** an Application for the fee to be paid in installments (Official Form 3A **or** an Application to waive the fee (Official Form 3B) with a proposed order (local form). *Note: If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Fee payable in cash (exact change), money order or cashier check only.*

*Voluntary Petition (Official Form 1).

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B1 Vol Pet Form

Summary of Schedules (Official Form 6). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6 Summary of Schedules

Schedules A - J (Official Form 6A - 6J). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6A Sch A Form

B6B Sch B Form

B6C Sch C Form

B6D Sch D Form

B6E Sch E Form

B6F Sch F Form

B6G Sch G Form

B6H Sch H Form

B6I Sch I Form
B6J Sch J Form

Declaration Concerning Debtor's Schedules (Official Form 6-Decl). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6 Declaration Concerning Debtor's Schedules

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B7 Statement of Financial Affairs

Statement of Intention (Official Form 8). Required ONLY if the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the 341 meeting of creditors, whichever is earlier.

*Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, if applicable (Official Form 19). Must be filed with the petition if prepared by a "bankruptcy petition preparer."

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B19 Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer

*Verification of Creditor Matrix (local form) and a Creditor Matrix. Must be filed with the petition.

http://www.txwb.uscourts.gov/sites/default/files/file/matrixe_verification-5-1.pdf

Verification of Creditor Matrix

*Pro Se Questionnaire (local form). Must be filed with the petition.

http://www.txwb.uscourts.gov/sites/default/files/file/prose_questionnaire.pdf

Pro Se Questionnaire

*Statement of Social Security Number (Official Form 21). Must be filed with the petition.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B21 Statement of Social Security Number

Financial Management Certificate (Official Form 23). Must be filed within 45 days after the first date set for the 341 meeting of creditors.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B23 Debtor's Certification of Completion of Instructional Course Concerning Financial Management

United States Trustee Requirements:

Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. DO NOT file with the court but provide to the United States Trustee.

Debtor's federal income tax return (or transcript of return) should be provided for the most recent tax year ending immediately before the commencement of the case and for which a return was filed. DO NOT file with the court but provide to the United States Trustee.

***Items marked with asterisks must be provided with the voluntary petition at the time of filing.**

Emergency Filings

For an emergency filing, the following documents are required:

Filing Fee of \$306 **or** an Application for the fee to be paid in installments (Official Form 3A **or** an Application to waive the fee (Official Form 3B) with a proposed order (local form). *Note: If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Fee payable in cash (exact change), money order or cashier check only.*

Voluntary Petition (Official Form 1).

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B1 Vol Pet Form

Statement of Social Security Number (Official Form 21). Must be filed with the petition.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B21 Statement of Social Security Number

Certification of Notice to Individual Consumer Debtor (Official Form 201B)

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

Verification of Creditor Matrix (local form) and a Creditor Matrix. Must be filed with the petition.

http://www.txwb.uscourts.gov/sites/default/files/file/matrixe_verification.pdf

Verification of Creditor Matrix

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN DISMISSAL OR THE CLOSING OF YOUR CASE WITHOUT A DISCHARGE.

Revised 04/10